

**STATE OF ALABAMA  
REQUEST FOR PROPOSALS  
FOR  
NETWORK ENGINEERING SERVICES**

**1. Purpose.** The Alabama Department of Finance, Information Services Division (referred to hereinafter as the “**STATE**”), hereby solicits proposals from Vendors interested in providing network engineering services (see “**Scope of Services**”) to the Alabama Department of Finance. The procurement of the services that are the subject of this Request for Proposal (RFP) is not subject to the competitive bidding requirements of Section 41-16-20, Code of Alabama (1975). This RFP is issued in accordance with the requirements of Section 41-16-72, Code of Alabama (1975). This RFP is not an offer to contract but seeks the submission of proposals from interested professional service providers that may form the basis for negotiation of a professional service contract or contracts. *The Department of Finance reserves the right to reject any or all proposals and to solicit additional proposals if that is determined to be in the best interests of the State of Alabama.*

**2. Scope of Services.** As the central information technology authority for Alabama state government, the Information Services Division provides a variety of IT services to the broad community of state agencies and is heavily dependent upon technology to provide these services. The State’s network infrastructure includes Wide Area Network and Local Area Network components for a statewide IP data network, a statewide voice network and a statewide video conferencing network and encompasses all branches of state government. While the network provides connectivity to some county and city government facilities, its purpose is to serve state government and therefore connectivity by local agencies at these facilities is secondary. The STATE is evaluating the cost/performance decision of reengineering existing data, voice, and video networks into a converged IP network.

The STATE’s design of a new network should accomplish the goals of:

- reducing overall network component costs relative to the services provided,
- ensuring a more dependable solution with sufficient redundancy to support the needs of Home Land Defense and disaster recovery, ideally in the form of a grid topology to replace the current hub and spoke, or point-to-point topology,
- allowing greater flexibility in designing and implementing community centric networks, i.e. criminal justice, health and human services, and
- allowing the STATE to realize the benefits of providing voice, data, video and other services over a fully IP and converged network.

The purpose of this solicitation is to acquire network engineering services meeting the requirements and provisions stated herein. The scope of services is defined as follows, but not limited to:

1. Review and analyze the STATE’s IP data network architecture and cost structure and provide a comprehensive view of current costs.

2. Review and analyze the STATE's voice network architecture and cost structure and provide a comprehensive view of current costs.
3. Review and analyze the STATE's video conferencing network architecture and cost structure and provide a comprehensive view of current costs.
4. Review and analyze the STATE's network support processes, including implementation and maintenance teams and network control centers.
5. Discover and document the current baseline of network utilization.
6. Include a network topology diagram showing the existing networks and how they are interconnected.
7. Discover and document existing network circuit capabilities and alternatives of the existing contract network provider.
8. Discover and document network circuit capabilities and alternatives of other network providers.
9. Recommend tactical initiatives to improve and stabilize the network infrastructure.
10. Recommend tactical and strategic guidance on network convergence plans.
11. Design engineering templates and procedures for future statewide network expansion projects.
12. Evaluate and recommend alternative business practices to improve network support processes.
13. Evaluate and recommend appropriate cost recovery structures and alternatives.
14. Present summary of findings and recommendations to the STATE and its designated representatives.
15. Produce a Project Plan detailing the costs, performance and schedules for each component of the proposed solution. A project plan in the form of a Microsoft Project file is preferred.
16. Produce a draft RFP which may be used to solicit proposals for the implementation of the proposed design or portions of it.
17. Provide a proposal to provide project management for the implementation of the proposed solution.

The scope of the services shall be limited to the design of a new network. The scope of this RFP does not include implementation of the design. The Bidder's proposal should be comprised of a total cost as well as separate costs for each of the seventeen (17) tasks listed in this section. The Bidder's proposal should clearly describe the design documentation and deliverables to be delivered to the STATE under each task. As deliverables, all design documentation, to include text documents, spreadsheets, databases, and diagrams shall be provided in electronic form in addition to hard copy. Also, the proposal must include the approximate man-hours and costs to be billed to the STATE in addressing the total contract and each task separately, as well as time essential for meeting other requirements of this RFP.

The Bidder is encouraged to propose a project outline and timeline that represents the most viable approach to meeting the goals of this project to include all of the above tasks and any other tasks recommended. Any new tasks added must also reflect the description, approximate man-hours and costs.

**3. Qualifications.** Vendor must have extensive experience in the practice of engineering enterprise level network telecommunications systems. The Vendor must provide a brief, general background description of the organization, including:

- its full company or corporate name, address of the headquarters office and the office to serve the STATE,
- the name, business address, telephone number and title of the officer of the Vendor's company who will have overall responsibility for this project on behalf of the Vendor, and the name, business address, telephone number and title of the individual employee of the Vendor's company who will have day-to-day operational responsibility for the project, if different,
- how the business is organized (proprietorship, partnership, corporation, L.L.C.), parent or subsidiary corporations,
- the name, office address, and business telephone numbers of the principal officers of the organization,
- the year in which the Vendor was first organized to do business, and
- the percentages and types of other services that Vendor provides.

**4. Experience.** Vendor must demonstrate a viable, long-term network engineering capability with at least three (3) years of experience for the company, and five (5) years experience for the key individuals on the Vendor's project team. The Vendor must provide at least three (3) references for which your organization has provided services that are the same or substantially similar to those services specified herein for a comparably sized organization or network, within the past three or more years.

**5. Limitation of Service Providers.** The selected Vendor will **NOT** be able to provide ANY operational services identified in this contract and necessary to implement the STATE's new network infrastructure for a period of four (4) years from the beginning of this contract. The selected Vendor will not be precluded from performing an implementation oversight or advisory role, but it is the intent of the STATE to obtain these services, if any, via a subsequent competitive procurement. The selected Vendor must disclose in writing all business partner relationships with existing network providers or network equipment OEMs (with such disclosure subject to verification via the submission of Alabama Ethics Commission filings, as requested). Failure to properly disclose all business partner relationships may result in the disqualification of the Vendor from submitting a proposal for this service and future implementation services. Network providers and network equipment OEMs associated with the Vendor may be restricted from providing future network services implemented as a result of this service.

**6. Fees.** Proposals must disclose and include any and all fees, costs or expenses to be charged for the services described in the **Scope of Services**, Section 2. Failure to provide a complete listing of all fees, costs and expenses to be charged may result in the disqualification of the professional service provider submitting the proposal.

**7. Submission of Proposals.** The information submitted by the Vendor will be used for a technical and cost evaluation. The STATE may use any other information submitted with the Proposal for evaluation purposes.

The Vendor must submit one original signed and notarized printed copy of their Proposal Response, three hard copies and one soft copy on a properly labeled CD (Microsoft Word or PDF format), which is to present ALL PROPOSAL AND PRICING DATA clearly and completely. The STATE is not liable for any cost incurred by a Vendor responding to this RFP.

Proposals must be received in the Information Services Division, Suite 200, Folsom Administrative Building, 64 North Union Street, Montgomery, Alabama 36130, no later than 4:00 p.m., Central Standard Time, on the date indicated in **Section 16** of this RFP.

**8. Selection of Professional Service Provider.** Upon review and evaluation of all proposals, the Director of Finance may select the professional service provider determined to best meet the needs of the Department of Finance. Upon selection of the preferred professional service provider, the Director of Finance may initiate negotiations for contract terms and conditions, including fees. *All proposals received in response to this RFP may be rejected and the Department of Finance may solicit additional proposals.* It is the intent of the STATE to contract with a single provider; however, the STATE reserves the right to award contracts to multiple providers if deemed to be in the best interest of the STATE.

**9. Professional Services Contract with the Department of Finance.** The professional service provider selected to provide the services specified in this RFP, if any, must enter into a written contractual agreement with the Department of Finance, Information Services Division. The terms and conditions of such an agreement will be subject to review and approval by legal counsel for the department and the Legal Advisor to the Governor. The contract resulting from this solicitation shall be a one year, fixed-fee contract with the option to renew for two additional one year periods.

**10. Standard Form Contracts.** Should a professional service provider desire to use a standard form contract in the provision of the services specified herein, it should include the standard form contract with its proposal. If any term or condition of its standard form contract is non-negotiable, such term or condition should be clearly identified. Non-negotiable terms or conditions determined to be unsatisfactory to the Department of Finance may result in the disqualification of the professional service provider submitting the proposal.

**11. Qualification to do Business in Alabama.** Should a foreign corporation be selected to provide professional services in accordance with this RFP, it must be qualified to transact business in the State of Alabama in accordance with Section 10-2B-15.01, et seq., Code of Alabama (1975), and possess a Certificate of Authority issued by the Secretary of State at the time a professional services contract is executed.

**12. Legislative Contract Review.** Any professional services contract resulting from this RFP is subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama (1975). All proposals must include the State of Alabama Disclosure Statement required by Act 2001-955. Disclosure statements may be downloaded from the following location:  
[http://www.ago.state.al.us/ag\\_items.cfm?Item=70](http://www.ago.state.al.us/ag_items.cfm?Item=70).

**13. Contact Information.** The Vendor must specify the name, title, office address, brief resume, business telephone number and e-mail address of those individuals responsible for the performance under the anticipated contract resulting from the RFP, including those individuals with primary day-to-day responsibility for the services contemplated herein, and specifying their relevant industry experience and location.

**14. Inquires:** All questions about the RFP must be submitted in writing to:

Mr. Andy Cannon  
Department of Finance  
Information Services Division  
Folsom Administration Building  
64 North Union Street, Suite 200  
Montgomery, Alabama 36130  
Fax # (334) 242-7002

**15. Bidders Pre-bid Conference:** The STATE will conduct a bidders' pre-bid conference at 2:00 p.m. CST, in the Purchasing Division Auditorium, Ground Floor, Union Street Entrance, RSA Union Building, 100 North Union Street, Montgomery, Alabama on the date shown in **Section 16** of this RFP. All questions about the administrative and technical content of this ITB must be submitted in writing and addressed as shown in **Section 14**. All questions must be received no later than 4:00 p.m. CST, on the date shown in **Section 16** of this RFP. The STATE will prepare a written response to all questions and post the responses on the ISD website as shown in **Section 16** of this RFP. **Bidders not attending the pre-bid conference will be allowed to submit a bid response, but attendance is strongly encouraged.** Bidders will be required to register as they enter the pre-bid conference. Individuals representing multiple bidders must register separately for each bidder being represented.

**16. RFP Schedule of Events:** The following table represents the planned schedule of events associated with this RFP. This schedule will also be posted and maintained on ISD's website at [http://www.isd.state.al.us/rfp/ps\\_contracts.aspx](http://www.isd.state.al.us/rfp/ps_contracts.aspx).

**RFP Schedule of Events**

Item	EVENT	DATE
1	State: Public Notification of Intent to Solicit Proposals	11/9/2004
2	State: Issuance of RFP on ISD Website	11/12/2004
3	Vendors: Deadline for Questions	11/22/2004
4	Vendors: Bidder's Conference	11/30/2004
4	State: Responses to Vendor Questions Posted to Website	12/03/2004
5	Vendors: Deadline for RFP Responses	12/16/2004

The STATE intends to notify via e-mail vendors that have indicated their intention to bid at the website of changes to the schedule. Notification of changes will be distributed via email. Vendors will be responsible for reviewing the event calendar on the website for any possible changes, however, as e-mail notifications are not guaranteed.